

Re-Registration- Questions and Answers Checklist

What if my license has been expired for 2 (two) years or more?

When a license has expired for 2 (two) years or more, it is required for the applicant to complete a new, updated application and submit a \$265 re-registration fee. They must also send in their CPC Reporting Form, an updated Verification from the original state the licensee applied under, one updated reference form, or their NCEES Record Book if that is something they hold.

What must be filed out on the application?

The application must be filed out in its entirety. You will need one reference from your most recent employer and the experience section (Section D) must be filed in from the point you're expired through the date you are planning on re-registering.

Will my application have to be reviewed by the Board again?

No, the re-registration applications go through the Licensing Officer, where they are checked for inconsistencies, reference is verified, and CPC's are evaluated.

How long does it take to get re-registered?

Re-registration depends on how quickly everything can get in to us, however once everything is in the time frame is 1 (one) to 2 (two) weeks.

How will I know I am re-registered?

You will receive a receipt and a new updated pocket card in the mail with your new expiration date.

Check List for Re-registration:

- ü New and updated Application (found on website under "Applications").
- ü CPC Reporting Form (found on website under "Renewal Info," "Individual Renewal Part 2").
- ü Verification Form (found on website under "Applications").
- ü Reference Form from current employer (found on website under "Applications").
- ü Fee of \$265.00